

**OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU**

530 SOUTH KING STREET, ROOM 300 • HONOLULU, HAWAII 96813  
PHONE: (808) 768-4141 • FAX: (808) 768-4242 • INTERNET: [www.honolulu.gov](http://www.honolulu.gov)



KIRK CALDWELL  
MAYOR

EMBER LEE SHINN  
MANAGING DIRECTOR

GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

May 21, 2014

The Honorable Ernest Y. Martin  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

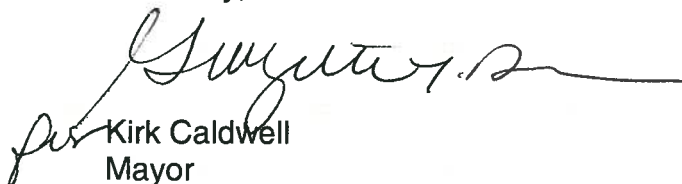
RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2014 MAY 21 AM 11:20

Dear Chair Martin and Councilmembers:

Pursuant to Section 13-103(b) of the Revised Charter of the City and County of Honolulu, I hereby appoint, subject to confirmation by your Honorable Body, Jason C. Takara as the Fire Safety member of the Building Board of Appeals. Mr. Takara will succeed Kevin Katayama and serve for a term to expire on December 31, 2017. I would appreciate your favorable consideration of Mr. Takara's appointment and request adoption by the City Council in the most expedient manner possible.

I have enclosed Mr. Takara's personal information form for your review. For any general inquiries you may have regarding this appointment, please contact my executive assistant, Justin Gruenstein, at 768-6603.

Sincerely,

  
Kirk Caldwell  
Mayor

Enclosure

cc: Mr. Jason C. Takara  
Department of Planning and Permitting  
Building Board of Appeals  
Ethics Commission

CITY AND COUNTY OF HONOLULU  
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER  
NOMINATION FORM

1. Position Nominated to: Building Board of Appeals
2. Name: Jason Chyotoku Takara  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐  
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐  
If yes, how long \_\_\_\_\_  
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) \_\_\_\_\_
5. Occupation: Retired Fire Captain
6. Name and address of employer or firm:  
\_\_\_\_\_  
\_\_\_\_\_
7. Does your employer do any business with the City and County of Honolulu?  
Yes ☐ No ☒ If yes, state the nature of business and approximate dollar amount in the last five years:  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes ☐ No ☒
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒  
If yes, provide details including the name(s) of the firm:  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒  
If yes, provide details:  
Not presently, seeking HI Real Estate License
11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:  
\_\_\_\_\_
13. Are there any incidents in your past that may jeopardize your nomination  
Yes ☐ No ☒

14. Have you ever been convicted of a felony? If yes, provide details:

no

15. Education:

B.A. U.H. West Oahu Public Administration

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

Honolulu Fire Fighter 1998-2013  
Attained Rank of Captain 1999

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

n/a

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☐ No ☒ If yes, provide name(s) of board/commission:

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

offer opinions & direction or judgments regarding  
Building Code disputes & compliance issues.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.



(Signature)

4/20/14

(Date)

**The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.**

# Jason Takara

## **OBJECTIVE:**

Seeking a managerial position in the public or private sector, in which I can apply my twenty-five years experience with the Honolulu Fire Department. With the HFD I have served in various capacities, fourteen years as a fire department captain. My areas of interest are transportation, technology, training, safety and risk management.

## **WORK EXPERIENCE:**

**Facilities Director  
2013– 3/31/14**

**The Pacific Club  
Honolulu, Hawaii**

- Responsible for care and maintenance of club facilities, equipment and grounds.
- Oversees all construction projects, renovations, and facilities improvements.
- Supervises and directs maintenance, groundskeepers, housekeeping and athletic staff.
- Maintains, troubleshoots and corrects mechanical, electrical, plumbing and HVAC issues.
- Oversees general maintenance and repair of buildings, facilities, equipment and grounds.
- Determines need for outside contractors and monitors their work.
- Develops and monitors preventative maintenance schedules.
- Trains staff in proper use of equipment and operational protocols.
- Manages capital budget and departmental operating expenses.
- Manages overall health and safety programs to meet OSHA standards.
- Manages overall club security through security contractors and alarm vendor.

**Honolulu Fire Dept.  
Fire Dept. Captain  
2009 – 2013**

**Supervisor of Engine Crew  
Palolo Fire Station – 2012 - current  
Supervisor of Fireboat Mokuahi – 2009 - 2012  
Waterfront Fire Station  
Retired: 8/1/13**

- Coordinated and supervised fire fighting, according to HFD regulations.
- Assessed nature and extent of fire, condition of building, danger to adjacent buildings, in determining crew or company requirements.
- Evaluated efficiency and performance of employees and recommended awards for service.
- Studied and interpreted fire safety codes to establish procedures for issuing permits, regulating storage, or use of hazardous or flammable substances.
- Prepared reports of fire call, listing location, type, probable cause, and estimated damage.
- Trained subordinates in use of equipment and rescue operations.
- Inspected fire stations, equipment, and rescue activities.

## Jason Takara – Resume (Cont'd)

**Fire Dept. Captain  
2000– 2009**

**HFD Fire Prevention Bureau  
Honolulu, Hawaii**

- In my nine year tenure, I was Supervisor of Fire Codes Enforcement Section; Supervisor of Administrative Section; Supervisor of Fire Equipment Safety Section; Supervisor of Safety and Education Section.
- Assigned fire inspectors to investigate hazards, cases of suspected arson, and false alarms.
- Directed building inspection, arson investigations, and distribution of fire prevention literature.
- Developed an information database used throughout the county.
- Developed a training video for county-wide training purposes.
- Amended and adopted 2006 Hawaii State Fire Code, NFPA.
- Conferred with officials or civic representatives to improve fire safety and fire education.
- Oversaw review of new building plans to ensure compliance with laws, ordinances, and administrative rules for public safety.
- Interpreted fire safety codes to establish procedures for issuing permits regulating storage or use of hazardous and flammable substances.
- Compiled departmental budgets and prepared annual statistical reports.

**Fire Dept. Captain  
1999 – 2000**

**Supervisor Training and Research Bureau**

- Administrative captain responsible for daily operations of the Training Facility.
- Researched and developed firefighting tactics and equipment.
- Maintained planning and forecasting scheduling for training facility.
- Purchasing equipment, supplies and other resources.
- Worked with other branches of the Department to coordinate training needs.
- As Fire Operations Captain, coordinated, planned, and evaluated the maintenance and development of firefighting programs.

**Firefighter  
1988 – 1999**

**Honolulu Fire Department**

- Equipment / Apparatus Operator
- Helicopter Tender Operator
- Hazardous materials technician (certified)

**Substitute Teacher  
1992 – 1999**

**Moanalua High School  
Central School District  
2825 Ala Ilima Street  
Honolulu, HI 96818**

**EDUCATION:**

**Bachelors Degree, Public Administration  
University of Hawaii  
Honolulu, Hawaii  
1981 – 1990  
A.A. Liberal Arts**

**CERTIFICATIONS:**

Certification awarded by International Fire Service  
Accreditation Congress for the following:

Firefighter 1 - 10/13/2004

Hazardous Materials Awareness - 10/13/2004

Firefighter 2 - 3/17/2005

Hazardous Material Operations 3/17/2005

Fire Inspector 1 - 1/28/2013

NFPA 921 – Fire Cause Origins and Determination

**COMMITTEES:**

Hawaii State Fire Council Fire Prevention Committee  
Chairman – 2006 – 2009

Hawaiian Hotel Visitor Industry Security Association  
Associate Member – 2000 – 2009

Office of the City Clerk  
CITY AND COUNTY OF HONOLULU  
STATE OF HAWAII

## Certificate

I, Bernice Mau, City Clerk of the City and County of Honolulu, State of Hawaii do hereby certify that,

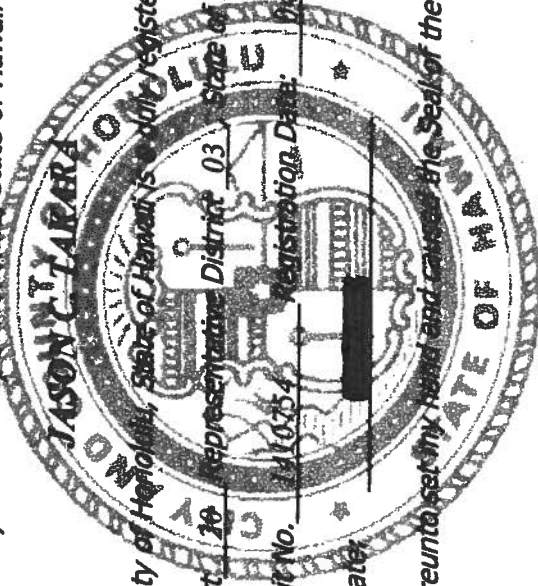
a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of the

Precinct 20 Representative District 03 State of Hawaii

Affidavit No. 1410354 Registration Date: 04/09/14

Birth Date: [REDACTED]

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed this 15 May 2014.



[Signature]

Signature of Elector

Bernice K.H. Mau

City Clerk

City and County of Honolulu  
State of Hawaii